

	Portales Police Department Standard Operating Procedure & Policy	SOP #	114.01
		Date Revised:	
		ADM. #	14.01
1700 N. Boston St. Portales NM, 88130	Mutual Aide	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

It is essential that the Department maintain a good working relationship with other law enforcement agencies, both adjoining and within the Department's jurisdiction. Agreements between these agencies to provide assistance to each other in the event of natural disaster, mass disorder, or other emergency situations must be established before the need for the mutual assistance arises. The purpose of this section is to establish procedural guidelines that ensure the positive cooperative efforts of all agencies involved.

II. AGENCY JURISDICTION

- A. The boundaries and limits of Department jurisdiction include all areas within the corporate limits of the City of Portales. However, each commissioned officer of the Department carries a county commission card signed by the Roosevelt County Sheriff and a commission from the Eastern New Mexico University Police signed by the University Police Chief which gives the officer authority to exceed the boundaries of the corporate city limits when necessary.
- B. An official city map detailing the city boundaries is maintained in the Communications Center. In the event a question arises in regards to any specific boundary of the corporate limits of the city, a prevailing official city map is maintained at the City of Portales City Hall.

III. CONCURRENT JURISDICTION

The New Mexico Department of Public Safety and Roosevelt County Sheriff's office has concurrent jurisdiction within the city limits and as such, may from time to time, investigate activities.

IV. ASSISTANCE FROM LOCAL AGENCIES

- A. Emergency situations may require augmented law enforcement capabilities to restore order and assist victims. During this type of event, a supervisor or his/her designee has the authority to request assistance from, or provide to, any law enforcement agency.

- B. There are generally three levels of mutual aid assistance as follows:
1. Short duration—less than one hour where an additional show of force, traffic control or prisoner transport is required.
 2. Medium duration—one to three hours, where the on-duty supervisor may request from, or provide to, the neighboring agency assistance. This assistance should normally be in a showing of force, traffic control or prisoner transport.
 3. Long duration—more than three hours or where full scale assistance may be required. The on-duty supervisor should notify the Chief of Police through the chain of command.
- D. Any long-term support between the agencies should be coordinated in advance by the chiefs.

V. REQUEST FOR FEDERAL LAW ENFORCEMENT ASSISTANCE

- A. In cases where the involvement of a federal law enforcement agency is mandated by law, such as a bank robbery, it will be the responsibility of the Detective Lieutenant/Sergeant or his designee to ensure that proper notification is made.
- B. Request for federal law enforcement assistance in emergency situations is generally made through the Chief of Police who contacts the appropriate federal agency without undue delay. The Chief should convey the following:
1. The type of problem or circumstance requiring federal assistance;
 2. Details pertinent to the problem or circumstance; and
 3. The types of assistance or resources required and, if known, the length of time it is anticipated the assistance will be needed.
- C. Requests for federal law enforcement assistance in situations other than an emergency shall be made in writing under authority of the Chief of Police. The Chief should convey in writing the following:
1. The type of problem or circumstance requiring federal assistance;
 2. Details pertinent to the problem or circumstance; and
 3. The types of assistance or resources required and, if known, the length of time it is anticipated the assistance will be needed.

VI. REQUEST FOR NATIONAL GUARD ASSISTANCE

- A. Requests for State or Federal assistance, including activation of the New Mexico National Guard or other military forces, shall be made by the Mayor, or his designee.
- B. The request for assistance should include the following:
 - 1. The nature of the emergency or disaster;
 - 2. That a state of emergency has been declared by the Mayor;
 - 3. That the available resources for the City of Portales are insufficient to handle the emergency; and
 - 4. The types of assistance needed from the state and Federal agencies and the length of time it is anticipated the assistance will be needed.